

BID OPENING: May 1, 2009

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL KEN DE THOMASIS (202) 512-0303 Ext 32654, AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0303. NO COLLECT CALLS.

#### FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)  
Washington, D.C.

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

**PRODUCT:** Padded Form

**SCOPE:** These specifications cover the production of security prescription forms, printed Face and Back - *Face*: screened to mimic green security paper; and *Back*: Free of screening requiring such operations as padding, coating, numbering, and distribution.

**Warning:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

**GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/printforms/pdf/contractdisputes.pdf](http://www.gpo.gov/printforms/pdf/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions**

**TITLE:** Security Prescription Form.

**FORM NO.:** 10-2577F.

**QUANTITY:** 20,600 pads of 100 each = 2,060,000 forms (plus/minus none). Plus corrected Digital Deliverables.

**TRIM SIZE:** 5-1/2 x 4-1/4", Gum on left side.

**GOVERNMENT TO FURNISH:** Sample from previous printing used as a manuscript copy and as a guide.

**GPO Form 892 proof label.**

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**COMPOSITION:** Contractor will be required to set in same or similar sans serif typefaces as the printed manuscript copy furnished. Approx. typesetting requirements: Face – 16 type lines and 9 horizontal/ 16 vertical rules; back – 15 type lines, 11 horizontal/5 vertical rules, and one small (solid) pointing hand.

**REPRODUCIBLES:** The contractor must make all reproducibles required. Reproduce contractor – set camera copy for two line reproducibles and supply full coverage 30% flat tint screen film for face/back.

**PRIOR TO PRODUCTION SAMPLES:** The sample requirement for this contract is not less than 25 printed construction samples (pads). Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish. Prior to production samples will not require numbering.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to: Department of Veterans Affairs, Attn: Jeffrey Pace, 811 Vermont Ave, NW, Room 213, Washington, DC 20420. Samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket and purchase order numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 3 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished and necessary changes made at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (Pub. No. 310.2 effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. The cost of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured on the same equipment at the facilities in which the contract production quantities are to be manufactured.

The contractor must not print prior to receipt of an "OK to print."

Contractor to let U.S Government Printing Office, Contract Management Division, Contract Compliance Section (PPSC), Washington, DC when the prior to production samples are deliver/pickup from the Agency.

**DIGITAL DELIVERABLES:** Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy. After receipt of an "OK to print", the contractor must furnish final production native application files (digital deliverables with the furnished materials). The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file forms other than those supplied, unless specified by the Government.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

White Offset Book, basis weight: 60 lbs per 500 sheets, 25 x 38", equal to JCP Code A60.

**PRINTING:** Print head to head. Face prints in black and in a match of Pantone 333 Green and back prints in black ink only. On face, the black line-matter overprints a gradated screen which drops out when sheet is reproduced by a copier.

Contractor to create the VOID FEATURE on face, CopyBan Capture (P) is utilized to stop Black & White and Color Copying. Security tint must read "VOID" when Photocopied".

Contractor to match the final OK'd proofs or press sheets.

**NUMBERING:** Number in a match of Pantone 485 red ink on face of form in a space 1-7/8" x 3/16", in the right portion of the form, approximately 1-3/4" from top edge, in numbers 3/16" high. Number from ## A7936001 through ##A9996000. Numbering is parallel to the 5-1/2" dimension. NOTE: No missing numbers allowed.

**MARGINS:** Face – background bleeds all sides,  
Back - Head 3/16", foot 1/8", sides 5/32".

**DOCUMENT AUTHENTICITY FEATURE:** A 1-3/4 x 1" coating is to be applied to the back of the form (follow make-up dummy). It must be translucent so that pre-printed information is legible from underneath the coating. The coating must perform in such a way that, upon scratching or striking the area with a ball-point pen cap, thumbnail, or any non-metallic object, a permanent red, green, or blue image instantly appears. The colored image must be clear and legible, and easily detected. The coating must also be able to produce the colored image consistently over an extended period of time.

**CONSTRUCTION:** Pad 100 consecutively numbered forms per pad (i.e. Pad 1 A7936001 thru A7936100); Pad 2 (A7936101 thru A7936200) etc.). Pad at the 4-1/4" left side. Gum and crash or any suitable padding compound may be used. Back with 0.020" chipboard, newsboard or equal.

**PACKING:** Shrink film wrap units of 40 pads and pack suitable, uniform quantities in shipping containers (max. depth (10-3/4")). Pack cartons with serial numbers consecutive and pack skids with highest numbers on bottom and lostest numbers on top.

**LABELING AND MARKING** (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. (Affix on one end, never on side, top or bottom). In addition to regular markings, include "Stock No. **F05466**" on all labeling.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level II.
- (b) Finishing Attributes -- Level II.

Inspection Levels (from MIL-STD-105):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Furnished camera copy.
P-9. Solid and Screen Tint Color Match	Pantone Matching System.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination.

Deliver furnished material, one copy of the native application files (digital deliverables) corrected to represent the final production files and which must be an exact representation of the final product and 10 sample pads (any numbers, but voided) to Department of Veterans Affairs (0497), Room 213, 811 Vermont Ave., N.W., Washington, DC 20420, Attn: Jeff Pace, (202) 565-4971, Inside Room Delivery Required.

Deliver 20,600 pads to Department of Veterans Affairs, SDC/OPS, Bldg. 37, Door 14, 1<sup>st</sup> Ave. one block North of 22 Street, Hines IL 60141. Attn: Earl Smith (708-786-7509)

Deliver 1 sample copy to: US GPO, 732 North Capitol Street, NW, STOP CSAPS, Room 834-C, Washington, DC 20401. Attn: Ken De Thomas.

All expenses incidental to returning materials, submitting prior to production samples, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Furnished material will be available for pick up to the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401, on May 4, 2009.

Deliver prior-to-production samples as soon as the contractor deems necessary in order to comply with the shipping schedule. Samples will be withheld 3 workdays from receipt in the GPO until they are made available for pickup by the contractor.

Ship complete to arrive at destinations on or before May 29, 2009.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, D.C. area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

**OFFERS:** Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 pads. The price for

additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 36 H Streets NW, and Room C-161, Washington, D.C. 20404. **FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.